



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

## HEADQUARTERS

579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

## BRANCH OFFICE

3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

January 6, 2006

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **RECRUITMENT FOR DIRECTOR OF PUBLIC SOCIAL SERVICES**

Mr. Bryce Yokomizo, Director of the Department of Public Social Services, has announced his retirement effective March 27, 2006. We have prepared the attached recruitment and selection action plan (Attachment I) and position description (Attachment II) to recruit for this position.

The recruitment will be performed by the Department of Human Resources without the use of a search firm. The search will be open to all individuals who apply; however, we will target candidates primarily from within California. In addition, if you have names of prospective candidates, please forward them to me and we will contact them.

If you have any questions regarding the recruitment process or the position description, please call me.

MJH:ADC  
JEL:ck

### Attachments

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel

**DEPARTMENT OF HUMAN RESOURCES  
EXECUTIVE RECRUITMENT**

***DIRECTOR OF PUBLIC SOCIAL SERVICES***

**RECRUITMENT AND SELECTION ACTION PLAN**

NATIONWIDE WITHOUT A SEARCH FIRM

ACTIVITY	ESTIMATED NUMBER OF CUMULATIVE CALENDAR DAYS
I. Develop, finalize, and print recruitment announcement.  <div style="text-align: right;">(15 days)</div>	15
II. Filing Period  A. Distribution of announcement to targeted areas and groups, such as: major cities and counties (nationwide), internal county departments, employee organizations, special mailing lists, professional organizations and community groups.  B. Advertise  C. Department of Human Resources staff to utilize outsourcing methods, networking capabilities, and follow-up calls to targeted potential candidates based upon minimum requirements and desirable qualifications.  <div style="text-align: right;">(60 days)</div>	75
III. A Qualifying Screening Panel, consisting of County executives and subject matter experts, to conduct a qualifying screening of applicants based upon resumes and other submitted materials.  <div style="text-align: right;">(15 days)</div>	90
IV. Assessment Interview Panel, to be selected by the Department of Human Resources and to include subject matter experts, to conduct assessment interviews. Participation in the interview assessment will be contingent upon the extent to which applicants meet or exceed the minimum requirements and desirable qualifications. (Includes timeframe for scheduling panel members and candidates.)  <div style="text-align: right;">(30 days)</div>	120
V. Submit a list of top candidates to each Supervisor, and commence background investigations.  <div style="text-align: right;">(5 days)</div>	125



**COUNTY OF LOS ANGELES  
POSITION DESCRIPTION**

**TITLE: DIRECTOR OF PUBLIC SOCIAL SERVICES**

**DEFINITION:** The Director of Public Social Services has full responsibility for planning, organizing, and directing all operations of the Department of Public Social Services of Los Angeles County, including all programs, facilities and services necessary for the administration of temporary financial assistance, non-financial assistance, and social services programs in accordance with federal, State and County statutory and regulatory requirements.

**EXAMPLES OF DUTIES**

- Formulates departmental policies, directs their implementation and evaluates work accomplished.
- Directs the administration of temporary financial assistance and employment services to low-income residents to promote self-sufficiency and independence.
- Directs the administration of free and low-cost health care programs and services for low-income families with children, pregnant woman, and in-home services for aged, blind, or disabled adults.
- Directs the administration of the Food Stamp Program and other special programs such as Special Circumstances Program and the Cash Assistance Program for immigrants.
- Directs decentralized employment and social services programs through district offices and through the administration of service contracts, and assures uniformity of standards and operations.
- Directs the development and implementation of partnerships and collaboration to provide effective community-based services to individuals and families in need, which alleviate hardship and promote personal responsibility and economic independence.
- Promotes the coordination and integration of services to children and families.
- Coordinates the work of the Department of Public Social Services with the State Department of Social Services, the State Employment Development Department, the State Department of Health Services and other human services departments and agencies.
- Directs the fiscal, personnel, budget and other administrative functions of the department.
- Directs effective public relations with other County departments, other jurisdictions and agencies, civic groups, and the public, and evaluates results.

**EXAMPLES OF DUTIES (continued)**

- Directs the development of changes in organization, staffing, work processing, and management information systems to increase effectiveness and efficiency and reduce administrative costs.
- Makes periodic reports to the Board of Supervisors regarding the accomplishments of the department.
- Recommends the adoption, enactment, and amendment of County ordinances, resolutions and regulations, and State and federal statutes to provide effective, efficient and economical administration of the department.
- Directs the utilization of data to maximize performance outcomes and the achievement of County strategic plan objectives.

**MINIMUM REQUIREMENTS:** Demonstrated knowledge, skills, and abilities required in managing or assisting in the management of a welfare or social services organization. Such management includes directing budget, personnel, fiscal, supply and other administrative functions, as well as the direction of line functions.

**DESIRABLE QUALIFICATIONS**

- Extensive management experience in a progressively responsible position managing a large welfare or social services department.
- Demonstrated ability in public relations and in working with agencies, community groups, private organizations and the communications media.
- Extensive knowledge of welfare and related human services programs.
- Knowledge of and ability to interpret and apply provisions of federal, State, and local statutes, ordinances, and regulations related to the administration of California welfare and social services programs.
- Demonstrated ability to establish and maintain liaison and work effectively with administrative or legislative bodies, such as the Board of Supervisors, other public governmental bodies, federal and State legislatures, private agencies and volunteer groups.

**LICENSE:** California Class "C" Driver License

**APPROVAL DATE:** 1/5/2006